

S E C R E T

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140125-4

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/ -8

25X1

1. TITLE OF REPORT (If a fill-in report include Form No.)
 Sales Store Financial Statement (Copy)2. TYPE
OF
REPORTSTATISTICAL
X NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify) 2
	LOGISTICS	SECURITY	
	MEDICAL	X FINANCE	

4. NO. OF COPIES PREPARED
25. FREQUENCY (weekly, monthly, quarterly, etc.)
Monthly6. DISTRIBUTION (No. of components not
number of copies)7. FORMAT (memorandum, form
computer print-out, etc.)
Memo. Acctg.8. ADP PROCESSING
 YES IF YES GIVE ADP PROCESSING NO.
 NO9. DIRECTIVE AUTHORITY REQUIRING REPORT
EA/OTR10. PREPARING COMPONENT (include lowest level
contributing information to report)Finance Office, 11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)O (Sales, Purchases and monthly inventories
of Sales Store.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS5	3.60		1		3.60		12		\$ 43.20
GS7	4.50		2		9.00		12		108.00
GS8	4.90		2		9.80		12		117.60
GS12	8.00		1		8.00		12		96.00
									\$ 364.80

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$364.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.Status of Sales Store Operating Costs Submitted for information review
to Headquarters parent component. Original report for review by management and filed
at PTR.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
X	RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS
			25X1	
			0	0 STAT

15. DATE OF INVENTORY
10/1/1970

16. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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17. EXTENSION

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25X1

25X1

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25X1

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FORM 112

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